

Martin O'Malley
Governor

Anthony Brown
Lt. Governor

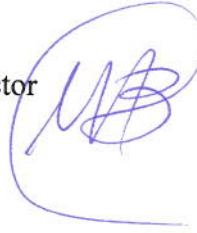
Brenda Donald
Secretary

To: All DHR Licensed Providers

From: Michael A Becketts, Deputy Executive Director

Date: December 15, 2009

Re: Updated DHR/OLM Incident Report Form

A handwritten signature in blue ink, appearing to read 'MAB', enclosed within a blue circular stamp.

Attached is the most recent revision of the DHR/OLM Incident Report Form. Minor changes have been made to ensure accuracy and consistency of information you provide. The changes made include:

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1. **Placing Agency** has been moved to associate the placing agency of each youth subject to the incident report.
2. **Date Reported/Time Reported** fields have been modified so that it is clearly identified as the time/date reported to OLM. AM/PM fields have been added so that time of day is precisely noted.

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3. **Notification Information.** Agency Case worker has been modified to ensure that the Placing Agency/LDSS case worker is noted.

Please destroy or delete previous versions of this form immediately as prior versions will not be accepted and requests for resubmissions will be made.